

TE-4028-B Rev. 06/05	MICHIGAN DEPARTMENT OF EDUCATION OFFICE OF PROFESSIONAL PREPARATION SERVICES P.O. BOX 30008, LANSING, MICHIGAN 48909	Direct questions regarding this form to (517) 335-0580
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**APPLICATION FOR REINSTATEMENT OF A MICHIGAN PERMANENT OR CONTINUING
TEACHING CERTIFICATE OR FULL VOCATIONAL AUTHORIZATION**
(SEE REINSTATEMENT REQUIREMENTS ON THE REVERSE SIDE)

MAILING INSTRUCTIONS: Mail the completed application form, along with the required documentation, to the address indicated above.

GENERAL INSTRUCTIONS:

- Complete all sections of the application form. *PLEASE PRINT OR TYPE.*
- Enclose a copy of your lapsed permanent or continuing teaching certificate or full vocational authorization.
- Enclose an official transcript reflecting your Master's or higher degree or your reinstatement credit.
- If your name has changed since the certificate was issued, enclose a photocopy of your marriage license, divorce decree, or name change decree.
- If you are found to be eligible for a reinstatement, you will be billed \$50.00. The certificate will not be reinstated until payment is received. **DO NOT MAKE PAYMENT UNTIL YOU RECEIVE THE FEE REMITTANCE STATEMENT.**

APPLICANT INFORMATION

SOCIAL SECURITY NUMBER	DATE OF BIRTH Month Day Year	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	TELEPHONE NUMBER () () ()
NAME Last First Middle Maiden			
ADDRESS Street City State Zip Code			

CERTIFICATE INFORMATION

TYPE OF MICHIGAN CERTIFICATE HELD: <input type="checkbox"/> Permanent <input type="checkbox"/> Continuing <input type="checkbox"/> Full Vocational Authorization	DATE ISSUED	COLLEGE WHICH RECOMMENDED CERTIFICATE
NAME WHICH APPEARS ON CERTIFICATE: Last First Middle Maiden		

DEGREE AND CREDIT INFORMATION

DEGREE TYPE	GRANTING INSTITUTION AND LOCATION	DATE DEGREE CONFERRED
Bachelor's		
Master's		
Higher		
Reinstatement Credit		Date Completed:

CONVICTION/REVOCAION INFORMATION (If you answer "yes" to any of the following questions, please provide a detailed description of the circumstances surrounding the conviction or action and attach copies of court documents, if applicable.)

Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a teaching/school counselor/school psychologist certificate suspended or revoked? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there currently action pending against your teaching/school counselor/school psychologist certificate? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever surrendered a teaching/school counselor/school psychologist certificate? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT'S SIGNATURE _____ DATE _____

-DO NOT WRITE BELOW THIS LINE-

Institution: _____ Degree: _____ Date Issued: _____

Certificate Type: _____ Fee Paid: _____

Examiner: _____ Date Approved: _____

REQUIREMENTS FOR REINSTATING A MICHIGAN PERMANENT OR CONTINUING TEACHING CERTIFICATE OR FULL VOCATIONAL AUTHORIZATION

This form is to be used only if the applicant holds a suspended permanent or continuing teaching certificate or full vocational authorization. (A permanent or continuing teaching certificate or full vocational authorization is suspended automatically if the holder has not been employed in an educational capacity for a minimum of 100 days in any given 5 year period since the certificate or authorization was issued.)

Outlined below are three alternatives for reinstating a suspended permanent or continuing teaching certificate or a full vocational authorization.

Candidates for reinstatement must present evidence of one of the following:

1. Completion of 6 semester hours of satisfactory college credit from an approved teacher preparation institution **since suspension of the certificate or authorization.**
2. An earned Master's or higher degree from an approved teacher preparation institution.
3. One year of successful teaching in a sponsoring Michigan school district. A suspended permanent or continuing teaching certificate or a full vocational authorization may be reinstated provisionally for 1 year upon request of a public or private school employer that is willing to employ and sponsor the holder full time for one year. Candidates choosing this alternative for reinstatement should contact a local school district.